



**AMENDED  
JOB POSTING  
Administrative Analyst 2, Data Processing  
UNCLASSIFIED APPOINTMENT  
(UNCLASSIFIED APPOINTMENT EXPIRES SEPTEMBER 30, 2017)**

As a result of a Civil Service Commission decision on April 17, 2013, the positions for Interim Appointment within the Sandy Recovery Division have been reallocated to the Unclassified Service. As such, all Interim Appointment job postings related to this division will be unclassified appointments.

**NOTE: Candidates who previously applied for these positions and remain interested in Unclassified Appointments, need not reapply.**

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking an Administrative Analyst 2, Data Processing to serve in the Sandy Recovery Division. A new division is to begin operations immediately and expected to remain operational through September 30, 2017.

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<b>POSTING NUMBER:</b>	HR-0036	<b>ISSUE DATE:</b>	April 19, 2013
<b>TITLE:</b>	Administrative Analyst 2, Data Processing	<b>CLOSING DATE:</b>	April 23, 2013
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	P26: \$62,935.36 - \$89,533.96
<b>LOCATION:</b>	101 South Broad Street Trenton, New Jersey	<b>DISTRIBUTION:</b>	STATEWIDE
<b>POSITIONS:</b>	2		

**DESCRIPTION OF MAJOR DUTIES:**

Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:**

Three (3) years of experience in work involving the review, analysis, and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
**HR# 0036**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.